

## **DEPUTY FIRE CHIEF**

### **STUDY GUIDE**

An examination for the class of **DEPUTY FIRE CHIEF** to be administered in **SHREVEPORT**, will consist of **two parts** which will be administered during separate exam sessions. The multiple-choice examination will be administered during the first exam session on **JULY 16, 2014**, at **8:30 a.m.** and a direct writing exercise will be administered during the second exam session at **1:00 p.m.** You **must take both parts** of the examination in order to receive a grade, although the primary weighting of the total exam results will focus on the multiple-choice examination. A complete description of the subject areas to be evaluated follows:

### **MULTIPLE CHOICE EXAMINATION**

The multiple-choice examination will consist of approximately **110** questions in the following subject areas:

<b>SUBJECT AREA/KNOWLEDGE</b>	<b>APPROXIMATE % OF M.C. EXAM</b>
<b>FIRE ADMINISTRATION</b>  Knowledge of the principles of effective fire service administration, involving management theory and organizational behavior; researching, planning, organizing, directing, and inspecting departmental operations; personnel management, including applicable provisions of civil service law; and managing equipment property and supplies.	28.2%
<b>RECORDS/REPORTS/CORRESPONDENCE</b>  Knowledge of effective records-management practices, including preparation, content, format, control, and retention; and knowledge of effective report preparation procedures, including the compilation, analysis and organization of data into an effective written format for reports or official correspondence.	8.2%
<b>PUBLIC RELATIONS</b>  Knowledge of effective public relations practices which foster a positive public image of the department through contact with the media, other agencies, and the public.	8.2%

SUBJECT AREA/KNOWLEDGE	APPROXIMATE % OF M.C. EXAM
<b>SUPERVISION</b>  Knowledge of the practices and techniques used in effective supervision in order to plan, organize, direct, and evaluate the work of subordinates; to resolve conflicts; to maintain discipline; and training.	25.5%
<b>FIREGROUND COMMAND</b>  Knowledge of fireground command procedures sufficient to direct emergency scene operations, train employees and to supervise subordinate employees at the scene of an emergency in the following areas: performing size-up; directing rescue, forcible entry, ventilation, nozzle and hose handling, protection of exposures, fire extinguishment, pump operations, use of sprinkler and standpipe systems, use of water supplies, salvage and overhaul, first aid, CPR, and emergency medical services; acting as part of the fire attack team; overseeing safety procedures; hazardous materials; and maintaining fireground communications.	21.8%
<b>FIRE PREVENTION AND INVESTIGATION</b>  Knowledge of life safety codes sufficient to enforce codes; and of fire prevention and investigation procedures sufficient to train subordinates and perform the duties related to pre-fire planning, fire inspections, and fire investigations, including fire cause determination, and evidence collection.	8.2%

### DIRECT WRITING EXERCISE

Ability to effectively communicate in writing in the form of reports, correspondence, or memoranda, by analyzing the problem and potential responses, gathering and organizing supporting data, and composing the written document to accomplish the desired objective.

This portion of the examination is a management simulation exercise. You will be asked to respond by letter to a particular problem based upon your police administrative ability and other information which will be provided to you. Your grade on this portion of the examination will be based not only on your writing skills, but also on your management skills in deciding how to handle the problem, and your public relations ability in handling a sensitive issue. The following dimensions will be used to evaluate your written response:

## **SUBJECT AREA/KNOWLEDGE**

### **NO. 1 - WRITTEN COMMUNICATIONS:**

Ability to communicate a particular message in written form by using appropriate syntax, correct grammar, and punctuation. Ability to appropriately organize the written communication for clarity and to achieve its desired purpose.

### **NO. 2 - CONTENT PROBLEM ANALYSIS**

Ability to identify the problem, analyze relevant information while relating data from different sources, and determine appropriate response.

### **NO. 3 - INTERPERSONAL RELATIONS**

Ability to be sensitive to the concerns of others and have empathy for their point of view. Ability to work in a politically charged atmosphere with political sensitivity, diplomacy, and tact. The appropriate response will maximize the public relations potential of the situation.

## **REFERENCE LIST**

While the entire list of reference material will be useful to you in your preparation for the upcoming examination, the **majority** of test questions are sourced from those references listed under the Primary List.

### **PRIMARY REFERENCE MATERIAL**

**EFFECTIVE SUPERVISORY PRACTICES**, International City Management Association (ICMA), 1120 G Street, N.W., Washington, D.C. 20005, 4th ed., 2005.

**NOTE: Obtain through LSU Firemen Training Program or IFSTA Fire Protection Publications.**

**MANAGING FIRE AND RESCUE SERVICES**, International City Management Association (ICMA), 1140 Connecticut Ave., N.W., Washington, D.C. 20036, 1st ed., 2002.

**NOTE: Available through LSU Firemen Training Program or IFSTA Fire Protection Publications.**

**INTERNATIONAL FIRE SERVICE TRAINING ASSOCIATION (IFSTA)/ FIRE PROTECTION PUBLICATIONS** (Training Manuals):

Essentials of Firefighting and Fire Department Operations, 5th ed., 2008.

Fire and Emergency Services Company Officer, 4th ed., 2007.

**NATIONAL FIRE PROTECTION ASSOCIATION (NFPA) PUBLICATIONS AND STANDARDS:**

**MANAGEMENT IN THE FIRE SERVICE**, Carter, Harry R., and Rausch, Erwin, NFPA, Quincy Mass., 4th ed., 2008.

**FIRE PROTECTION HANDBOOK**, NFPA, 19th ed., 2003.

**FIRE COMMAND**, Brunacini, Alan V., NFPA, 2nd ed., 2002.

The local civil service board should make this study guide available to all applicants in whatever manner the board deems appropriate.

While there are no provisions requiring this office to provide study guides for any competitive or promotional examinations, such material will be provided as a service to assist applicants in preparing for an examination. The State Examiner's office has no control whatsoever over the local availability of reference material (mentioned in the study guides), nor do we feel constrained to limit examination questions to only that material which is available locally. Examination content, weighting of subject areas, and length of examination, may vary with each administration of an examination to reflect any updated job analysis information. Percentages and numerical estimations are provided as approximations.